



After Logging into BEACON and clicking the “Learning” Tab

1. Click on “Browse for Training”.

A screenshot of the NC Learning Center dashboard. At the top is a blue banner with 'Welcome' in an orange arrow and 'NC Learning Center' in white. Below this is a navigation bar with 'Home', 'Learning', and 'Leadership Training'. The main content area starts with 'Hello' and three large tiles: 'My Training and Transcript' (with a document icon), 'Browse for Training' (with a photo of two people at a computer, circled in blue), and 'Connect' (with a group photo). Below these are 'Event Calendar' and 'My Task List' buttons. On the right, there are sections for 'OFFICE OF STATE HUMAN RESOURCES' with a 'View Our Leadership Programs' button, and 'Microsoft Office Training offered by the Office of ITS' with an 'ITS' logo and a 'View Our Microsoft Courses' button.

2. Click on “Technical Training (job specific)”.

The screenshot shows the NC Learning Center website. At the top, there is a blue banner with the text "Welcome" and "NC Learning Center". To the right of the banner is a search bar with the text "Search" and a magnifying glass icon. Below the banner is a navigation bar with links for "Home", "Learning", and "Leadership Training".

On the left side, there is a section titled "Browse for Training" with a list of categories. The category "Technical Training (job specific)" is circled in blue. Below this list is a link that says "Find exactly what you're looking for using a more detailed Search. > Go to Search".

In the center, there is a calendar for August 2014. The calendar shows the days of the week (SUN, MON, TUE, WED, THU, FRI, SAT) and the dates. The date "1" is highlighted in blue. Below the calendar is a section titled "Your Upcoming Sessions" with the text "No Sessions Scheduled" and a link "View all".

On the right side, there is a section titled "Suggested Training" with a list of training modules: "Access 2013 Quick Reference Guide", "Equal Employment Opportunity Institute – Level I (DOA)", "One Note 2013 Quick Reference Guide", "Performance Management for Supervisors (DOA)", and "PM Cycle 26 Closeout (DOA)".

3. Select the procurement course you are interested in attending.

Welcome

NC Learning Center

Search

My Account | Log Out | Help

Home

Learning

Leadership Training

Search For Training

Include the following training types ☒ Online Class ☐ Quick Course ☒ Event ☒ Curriculum ☐ Library ☒ Posting ☐ Test ☒ Material ☒ Video

Search Search

For a complete course description click on the course title.

Sort By: ☐ Title ☐ Type ☐ Provider

« Previous 1-10 of 10 Next »

Search Results

1099 - 1099 Processing Event. Provided by Office of State Controller, \$0.00

This class is for users of the North Carolina Accounting System (NCAS). You must have a valid RACFID and NCAS Operator ID before registering for this class. Anyone registered without this information will be withdrawn from the class with notice to the approving supervisor. 1099 process overview, establishing vendor 1099 information, flagging invoices with 1099 codes, correcting NCAS information prior to December 31st, making 1099 corrections after calendar year end, distributing/

AP01 - Accounts Payable Processing Event. Provided by Office of State Controller, \$0.00

This class is for users of the North Carolina Accounting System (NCAS). You must have a valid RACFID and NCAS Operator ID before registering for this class. Anyone registered without this information will be withdrawn from the class with notice to the approving supervisor. Policy overview, vendor processing, creation of control groups, processing direct/matching invoices and applying key matching concepts, processing invoice exceptions, obtaining signature verifications, converting

CARA Electronic Content Management Demo Video (ITS) Video. Provided by Information Technology (ITS), \$0.00

This 20-minute web based video demonstrates the functionality of CARA - a browser-based window interface that enables you to manage your documents within the Documentum repository. CARA has replaced WebTop. *****INSTRUCTIONS: To maximize the screen, right click and select Zoom and Full Screen. Do not select "Mark as Complete" until you have watched the entire video.

E-Procurement Event. Provided by Administration, Dept. of, \$0.00

This basic course provides hands on computer training in the use of the E-procurement System. Learn system navigation, create and approve requisitions, purchase orders, receive goods, explore statewide term contract catalogs, create folders, save searches and other special features and benefits.

FA01 - Fixed Assets Event. Provided by Office of State Controller, \$0.00

This class is for users of the North Carolina Accounting System (NCAS). You must have a valid RACFID and NCAS Operator ID before registering for this class. Anyone registered without this information will be withdrawn from the class with notice to the approving supervisor. The Fixed Assets class focuses on entering, changing, transferring, adding, deleting, and deleting to the fixed asset module. The class does not provide training for fixed asset accountin

North Carolina Contract Administration and Monitoring Event. Provided by Administration, Dept. of, \$0.00

North Carolina Contract Administration and Monitoring is designed for employees at state agencies, community colleges and universities who are responsible for the effective management of contracts. The content of this course includes the following topics: contract administration principles, terminology, roles and responsibilities of contract administrators, problem-solving and contract management.

North Carolina Procurement Event. Provided by Administration, Dept. of, \$0.00

North Carolina Procurement is designed for purchasing staff employed at state agencies, community colleges, and universities who are governed by Article 3 of the North Carolina General Statutes. This course provides a comprehensive overview of the procurement process. The content of this course includes the following topics: basic principles of procurement, procurement technology, governing regulations, delegation of authority, ethics, acquisition methods, procurement planning, developin

PC01 - Procurement Card Event. Provided by Office of State Controller, \$0.00

This class is for users of the North Carolina Accounting System (NCAS). You must have a valid RACFID and NCAS Operator ID before registering for this class. Anyone registered without this information will be withdrawn from the class with notice to the approving supervisor. Process overview, accessing the P-card module, agency policy, adding cardholders, cardholder inquiry, reconciling transactions, maintenance, creating invoices, processing grants/awards, and review suspense.

SAS Training Materials. Provided by Information Technology (ITS), \$0.00

SAS provides state-of-the-art technical training and professional development through Self-Paced e-Learning. This training is aimed at improving your performance and skills using SAS technology. Attached you will find instructions on accessing SAS e-Learning.

VN01 - Vendor Processing Event. Provided by Office of State Controller, \$0.00

This class is for users of the North Carolina Accounting System (NCAS). You must have a valid RACFID and NCAS Operator ID before registering for this class. Anyone registered without this information will be withdrawn from the class with notice to the approving supervisor. Policy and vendor overview, trade, employee and non-trade vendors, E-pay and 1099 vendors, backup withholding vendors and factored vendors. Manual is located at: http://www.osc.nc.gov/sigdocs/sig_docs/sigTraining_

4. Click the “Request” button.


E-Procurement

Training Type:	Event
Provider:	Administration, Dept. of
Description:	This basic course provides hands on computer training in the use of the E-procurement System. Learn system navigation, create and approve requisitions, purchase orders, receive goods, explore statewide term contract catalogs, create folders, save searches and other special features and benefits.
Objectives:	To gain the knowledge and skills necessary for electronic ordering of goods and services through E-Procurement.
Content Owner:	DOA_P&C_TV
Current Version:	1-2014
Last Revision Date:	7/17/2014
Subject(s):	Technical Training (job specific)
Training Contact:	Anatolie Vinogradov TONY.VINOGRADOV@DOA.NC.GOV (Tel) 919-807-4552 (Fax) 919-807-4508



Display: ☒ Available Sessions ☐ All Sessions

« Previous 1-1 of 1 Next »

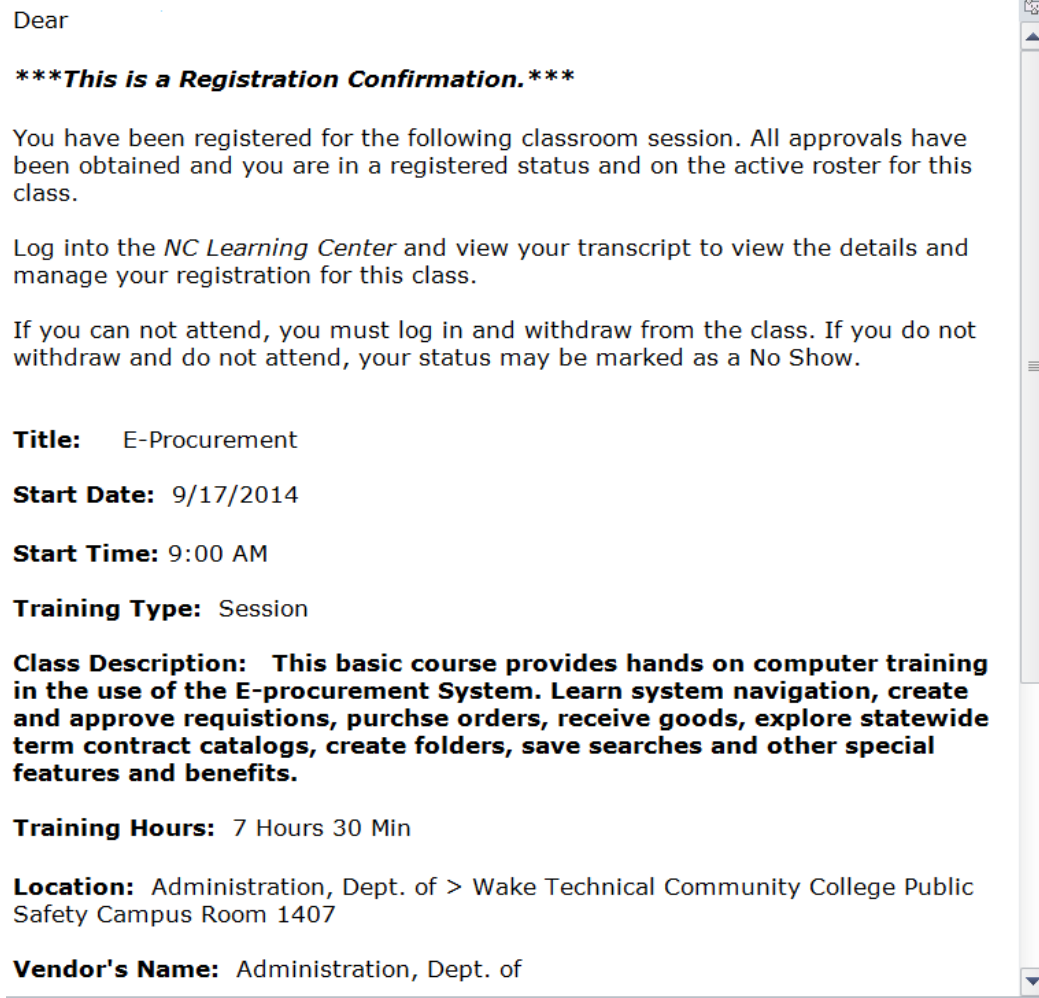
Sessions

START DATE	END DATE	LOCATOR NUMBER	TRAINING HOURS	START LOCATION	SEATS AVAILABLE	WAITLISTED	DETAILS REQUEST
9/17/2014 9:00 AM EST	9/17/2014 4:30 PM EST	51392	7 Hours 30 Min	Wake Technical Community College Public Safety Campus Room 1407 > Administration, Dept. of	17	0	 Request

5. Your course should appear with the status “Pending Approval” (your supervisor must approve the course).

Transcript:					
Active Completed Archived					
Add External Training					
Title All Training					
« Previous 1-2 of 2 Next »					
Title	Type	Due Date	Status	Options	
 E-Procurement (Starts 9/17/2014)	Session	None	Pending Approval	Withdraw	
 State Employees' Handbook	General	None	Registered	Launch Mark Complete	

6. After your supervisor reviews your training request an email response will be sent to you notifying you of your registration status. *(Example below)*



7. To review your upcoming training, go back to the “Home” area and click on “My Training and Transcript”.

The screenshot shows the NC Learning Center homepage. At the top is a blue banner with 'Welcome' in a script font and 'NC Learning Center' in a bold sans-serif font. Below the banner is a navigation bar with 'Home', 'Learning', and 'Leadership Training' links. The 'Home' link is active. Below the navigation bar, the text 'Hello' is displayed. The main content area features several buttons and banners. On the left, a button labeled 'My Training and Transcript' is circled in blue. To its right are two buttons: 'Browse for Training' and 'Connect'. Below these are two more buttons: 'Event Calendar' and 'My Task List'. On the right side of the page, there is a banner for the 'OFFICE OF STATE HUMAN RESOURCES' with a button 'View Our Leadership Programs'. Below that is a banner for 'Microsoft Office Training offered by the Office of ITS' with a button 'View Our Microsoft Courses'.

Welcome NC Learning Center

Home Learning Leadership Training

Hello

My Training and Transcript

Browse for Training

Connect

Event Calendar

My Task List

OFFICE OF STATE HUMAN RESOURCES

View Our Leadership Programs

Microsoft Office Training
offered by the Office of ITS

ITS

View Our Microsoft Courses

8. The window will reflect your supervisors' decision.


Transcript:

Active Completed Archived

+ Add External Training

Title All Training

« Previous 1-2 of 2 Next »

Title	Type	Due Date	Status	Options
 E-Procurement (Starts 9/17/2014)	Session	None	Registered	Withdraw
 State Employees' Handbook	General	None	Registered	Launch Mark Complete